


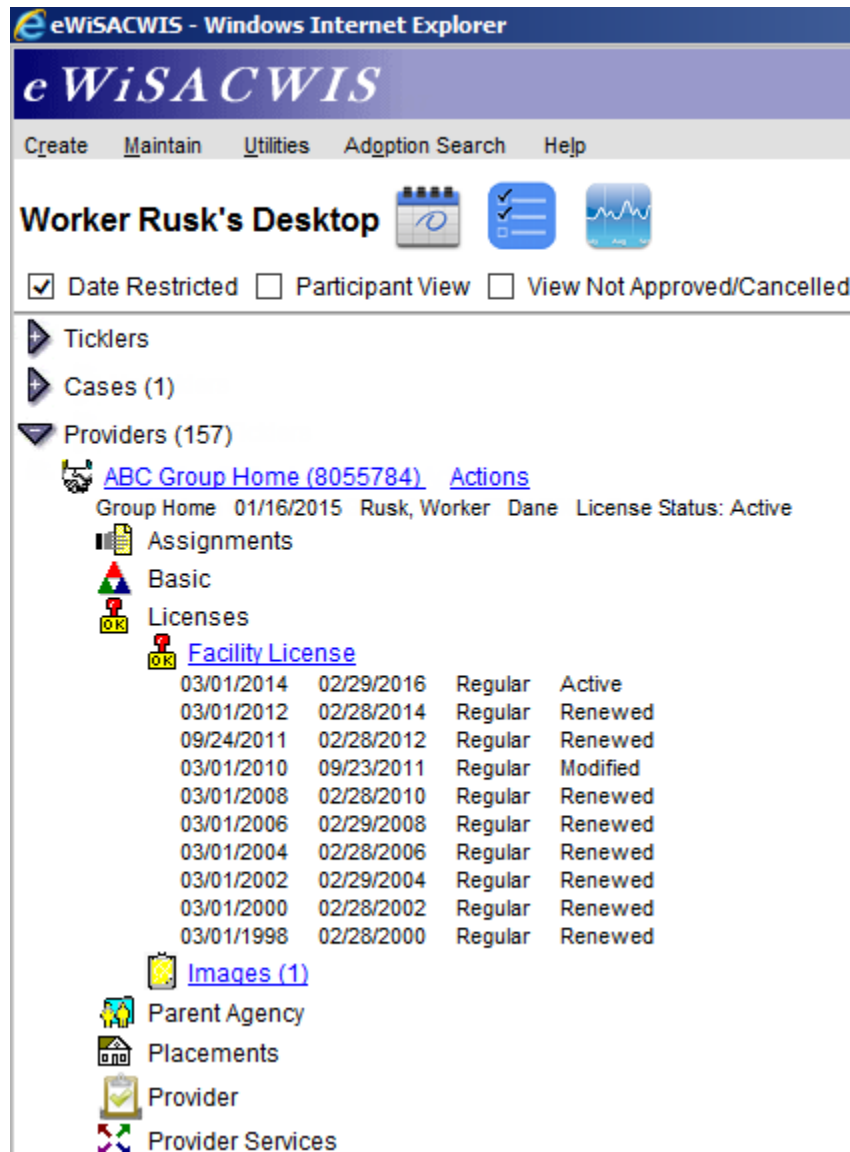


Placing a Private Provider's License on Hold

Note: In order to place a private provider's license on hold, you need an assignment to the provider record.

1. Access the Active license from your desktop by clicking on the  **Providers** icon. Click on the  icon for the appropriate provider. Click on the  **Licenses** icon. Then click the [Facility License](#) hyperlink to open the Facility License page.



The screenshot shows the eWiSACWIS web application running in a Windows Internet Explorer browser. The page title is "Worker Rusk's Desktop". The navigation menu includes "Create", "Maintain", "Utilities", "Adoption Search", and "Help". The main content area displays the "Providers (157)" list, with "ABC Group Home (8055784)" selected. The "Licenses" section is expanded, showing a table of licenses. The "Facility License" hyperlink is highlighted.

Start Date	End Date	License Type	Status
03/01/2014	02/29/2016	Regular	Active
03/01/2012	02/28/2014	Regular	Renewed
09/24/2011	02/28/2012	Regular	Renewed
03/01/2010	09/23/2011	Regular	Modified
03/01/2008	02/28/2010	Regular	Renewed
03/01/2006	02/29/2008	Regular	Renewed
03/01/2004	02/28/2006	Regular	Renewed
03/01/2002	02/29/2004	Regular	Renewed
03/01/2000	02/28/2002	Regular	Renewed
03/01/1998	02/28/2000	Regular	Renewed

- On the Facility License page, click on the License Information tab. In the License Information section at the bottom, click on the Regular license hyperlink to access the License Information page.

Facility License - Windows Internet Explorer

eWiSACWIS

Resource Print Spell Check Help

Provider
 Name: [ABC Group Home \(8055784\)](#) Licensor: Worker Rusk
 Type: Group Home Class: Corporation

Provider License Information Fees Site Visits Non-Site Visits Enforcements Complaints/SIRs

Application Activity

Materials Sent to Licensee	Application Materials Received	Decision	Date
Insert			

License Information

Type	Status	Effective From	Effective To	Capacity	Age Range	Gender	Licensor
Regular	Active	03/01/2014	02/29/2016	8	12 to 17	Male	Worker Rusk
Regular	Renewed	03/01/2012	02/28/2014	8	12 to 17	Male	Worker Rusk
Regular	Renewed	09/24/2011	02/28/2012	8	12 to 17	Male	Worker Rusk
Regular	Modified	03/01/2010	09/23/2011	8	12 to 17	Male	Worker Rusk

Additional Information

Date Initial Application: 07/24/1995 Date Probationary License Issued: 08/07/1995 Date Regular License Issued: 02/28/1996

[Save](#) [Close](#)

- On the Licensing Information page, select Additional Licensing Actions and click Go.

License Information -- Webpage Dialog

eWiSACWIS

Resource TM Print Spell Check Help

Provider
 Name: [ABC Group Home \(8055784\)](#) Licensor: Worker Rusk ☒ Completed
 Type: Group Home Status: Active

Application Activity

Materials Sent to Licensee: 12/23/2013 Application Materials Received: 02/13/2014
 Warning Notification: 00/00/0000 Final Notification to Licensee: 00/00/0000
 Decision: Create License Decision Date: 03/03/2014

License

License Type: Regular ☐ Amended
 Effective From: 03/01/2014 Operated for Profit: ☐
 Effective To: 02/29/2016 Owner Type: Corporation/Non-Profit
 LOT Sent: 03/03/2014 Capacity: 8 Gender: Male Age Range: 12 to 17
 Amount Due: \$266.20 Sponsor:
 Specialized Program(s) (select all that apply): Respite ☐ Second Chance Home ☐ Short-Term ☐ Type 2 ☐
☐ Change Licensee (Parent Agency):

Options: [Go](#) [Save](#) [Close](#)

- Actions
- Additional Licensing Actions
- Text
- Facility License and Letter of Transmittal
- Final Notice - Probationary License Expiring
- License Continuation Process
- Warning - Past Due License Continuation Process

4. On the Additional Licensing Actions page, select Place on Hold from the Action drop-down. This will open the Licensing Action Reasons page.

Additional Licensing Actions -- Webpage Dialog

eWiSACWIS Resource Print Spell Check Help

Basic
Provider: [ABC Group Home \(8055784\)](#)

Licensing Actions

Action	Effective From	Reason(s)	Approval
<div>Close Make in Error Modify Place on Hold</div>	00/00/0000	Reason(s):	

Insert

Options: Go Save Close

5. On the Licensing Action Reasons page, select the appropriate reason(s) for placing the license on hold. Then click Continue.

Licensing Action Reasons -- Webpage Dialog

eWiSACWIS Print Spell Check Help

Licensing Action Reasons
Action: Place on Hold

Reason
Select All That Apply

- ☐ Administrative decision
- ☐ Agency request
- ☐ Building remodel
- ☐ Disaster
- ☐ Enforcement action
- ☐ Financial
- ☐ Medical reason
- ☐ Other (documented on provider note)
- ☐ Rate Regulation

Continue

- The reason(s) selected on the Licensing Action Reasons page will display on the Additional Licensing Actions page. Enter the Effective From date. Since each licensing action has an effect on the status of the license, it must go through the approval process. Select Approval from the Options drop-down and click Go.

Additional Licensing Actions -- Webpage Dialog

eWiSACWIS Resource Print Spell Check Help

Basic
 Provider: [ABC Group Home \(8055784\)](#)

Licensing Actions

Action	Effective From	Reason(s)	Approval
Place on Hold	01/19/2015	Reason(s): Enforcement action, Rate Regulation	

Insert

Options: Actions Approval Go Save Close

- On the Approval History page, select the Approve radio button and click Continue to return to the Additional Licensing Actions page.

Approval History -- Webpage Dialog

eWiSACWIS Print Spell Check Help

Document Information
 Provider: ABC Group Home
 Type: Additional Licensing Actions (Facility)
 Date:

Approval Decision
☒ Approve ☐ Reroute ☐ Recall/Return ☐ Not Approve [Clear](#)

Supervisor Approval
 You have completed and are about to approve this piece of work. Do you wish to route this work to the supervisor listed below for future approval? If no, please select "Other" to select the appropriate party.
 Supervisor: Caitlin M. Cake [Other](#)

Approval History

Worker Name	Status	Date	Action
Fawn Fun	Initial	01/19/2015	Initial

Continue Close

8. Click Save on the Additional Licensing Actions page. This will send the approval to your supervisor. The Additional Licensing Actions page will update once your supervisor approves the additional licensing action. Click the Close button.

Additional Licensing Actions -- Webpage Dialog

eWiSACWIS Resource Print Spell Check Help

Basic
 Provider: [ABC Group Home \(8055784\)](#)

Licensing Actions

Action	Effective From	Reason(s)	Approval
Place on Hold ▼	01/19/2015	Reason(s): Enforcement action, Rate Regulation	

Insert

Options: ▼ Go

Save Close

9. You will return to the License Information page; click the Close button.
10. After your supervisor approves the additional licensing action, you can refresh your desktop and see the license has been updated to a status of Placed on Hold.

eWiSACWIS - Windows Internet Explorer

eWiSACWIS Create Maintain Utilities Adoption Search Help

Worker Rusk's Desktop

☒ Date Restricted ☐ Participant View ☐ View Not Approved/Cancelled

Ticklers

Cases (1)

Providers (157)

[ABC Group Home \(8055784\)](#) [Actions](#)

Group Home 01/16/2015 Rusk, Worker Dane License Status: Placed on Hold

Assignments

Basic

Licenses

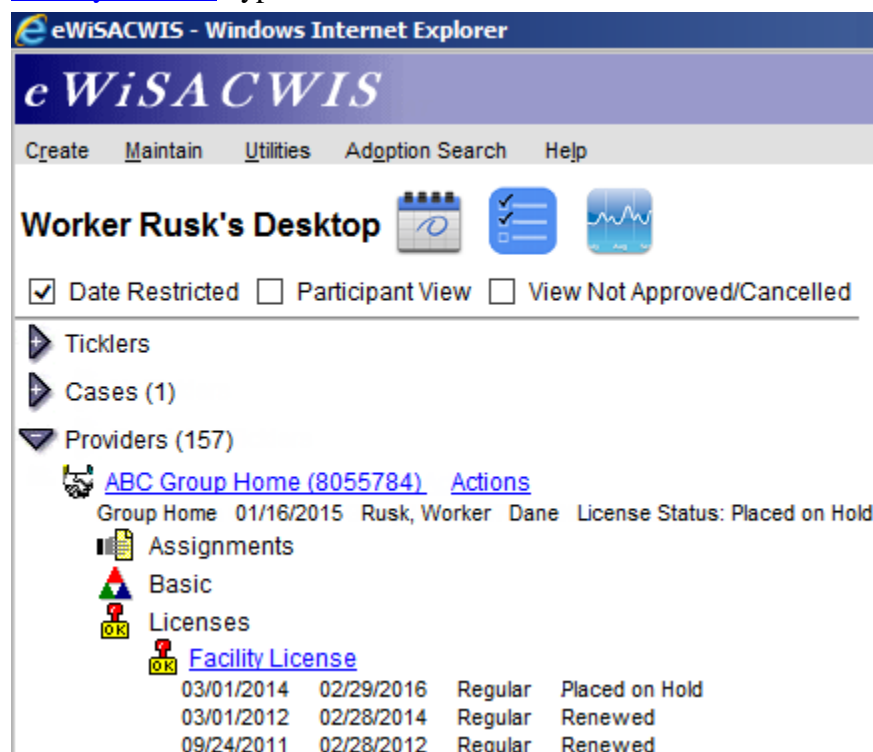
[Facility License](#)

03/01/2014	02/29/2016	Regular	Placed on Hold
03/01/2012	02/28/2014	Regular	Renewed
09/24/2011	02/28/2012	Regular	Renewed
03/01/2010	09/23/2011	Regular	Modified
03/01/2008	02/28/2010	Regular	Renewed
03/01/2006	02/29/2008	Regular	Renewed
03/01/2004	02/28/2006	Regular	Renewed
03/01/2002	02/29/2004	Regular	Renewed
03/01/2000	02/28/2002	Regular	Renewed
03/01/1998	02/28/2000	Regular	Renewed

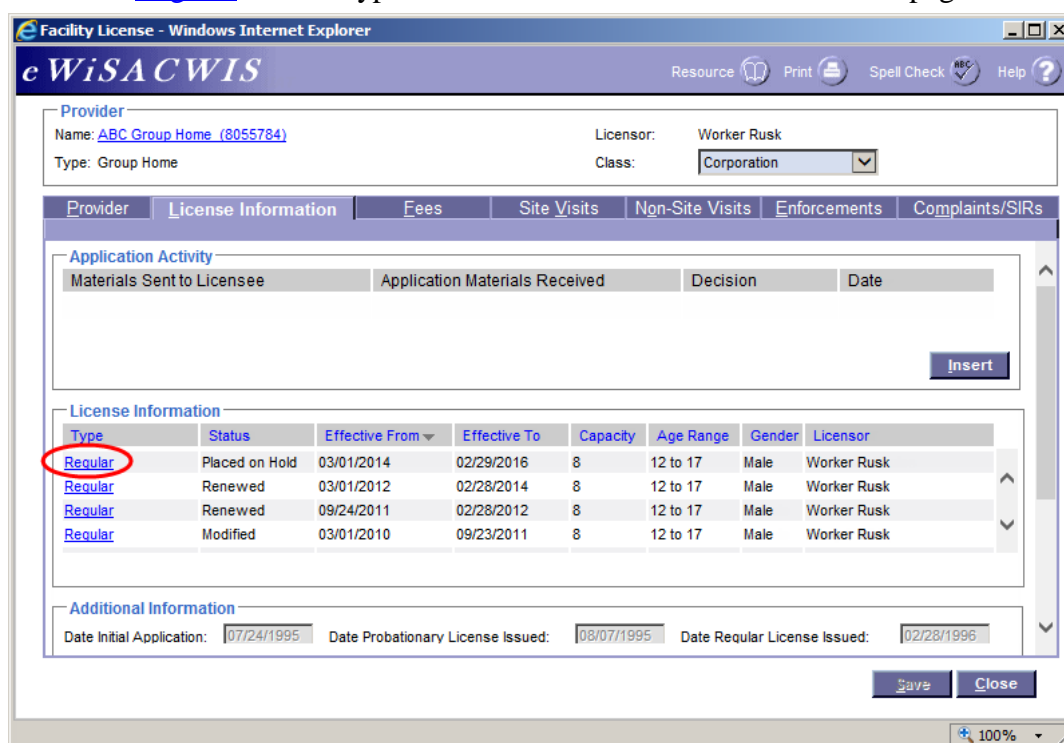
Lifting a Hold from a Private Provider's License

Note: In order to lift the hold from a private provider's license, you need an assignment to the provider record.

1. To lift the hold on the license and reactivate the license, access the Placed on Hold license from the desktop by clicking on the [Facility License](#) hyperlink.



2. On the Facility License page, click on the License Information tab. In the License Information section at the bottom, click on the [Regular](#) license hyperlink to access the License Information page.



- On the Licensing Information page, select Additional Licensing Actions from the Options drop-down and click Go.

License Information -- Webpage Dialog

eWiSACWIS Resource TM Print Spell Check Help

Provider

Name: [ABC Group Home \(8055784\)](#) Licensor: Worker Rusk ☒ Completed

Type: Group Home Status: Placed on Hold

Application Activity

Materials Sent to Licensee: 12/23/2013 Application Materials Received: 02/13/2014

Warning Notification: 00/00/0000 Final Notification to Licensee: 00/00/0000

Decision: Create License Decision Date: 03/03/2014

License

License Type: Regular ☐ Amended

Effective From: 03/01/2014 Operated for Profit: ☐

Effective To: 02/29/2016 Owner Type: Corporation/Non-Profit

LOT Sent: 03/03/2014 Capacity: 8 Gender: Male Age Range: 12 to 17

Amount Due: \$266.20 Sponsor:

Specialized Program(s) (select all that apply): Respite ☐ Second Chance Home ☐ Short-Term ☐ Type 2 ☐

☐ Change Licensee (Parent Agency):

Options: **Actions**
Additional Licensing Actions
Text
Facility License and Letter of Transmittal
Final Notice - Probationary License Expiring
License Continuation Process
Warning - Past Due License Continuation Process

Go Save Close

- On the Additional Licensing Actions page, select Reactivate from the Action drop-down. This will open the Licensing Action Reasons page.

Additional Licensing Actions -- Webpage Dialog

eWiSACWIS Resource Print Spell Check Help

Basic

Provider: [ABC Group Home \(8055784\)](#)

Licensing Actions

Action	Effective From	Reason(s)	Approval
Close	00/00/0000	Reason(s):	
Make in Error	01/19/2015	Enforcement action, Rate Regulation	Approval History
Reactivate			

Insert

Options: Go Save Close

- On the Licensing Action Reasons page, select the appropriate reason(s) for reactivating the on hold license. Then click Continue.

Licensing Action Reasons

Action: Reactivate

Reason

Select All That Apply

- ☐ Administrative decision
- ☐ Agency request
- ☐ Appeal decision
- ☐ Building remodel completed
- ☐ Disaster resolved-No hazards
- ☒ Enforcement action compliance
- ☐ Financial compliance
- ☐ Made in error
- ☐ Medical reason resolved
- ☐ Other (documented on provider note)
- ☒ Rate Regulation compliance

[Continue](#)

- The reason(s) selected on the Licensing Action Reasons page will display on the Additional Licensing Actions page. Enter the Effective From date. Since each licensing action has an effect on the status of the license, it must go through the approval process. Select Approval from the Options drop-down and click Go.

Additional Licensing Actions

Resource Print Spell Check Help

Basic

Provider: [ABC Group Home \(8055784\)](#)

Licensing Actions

Action	Effective From	Reason(s)	Approval
Reactivate	02/17/2015	Reason(s): Enforcement action compliance, Rate Regulation compliance	
Place on Hold	01/19/2015	Enforcement action, Rate Regulation	Approval History

[Insert](#)

Options: [Actions](#) [Approval](#) [Go](#) [Save](#) [Close](#)

7. On the Approval History page, select the Approve radio button and click Continue to return to the Additional Licensing Actions page.

Approval History -- Webpage Dialog

eWiSACWIS Print Spell Check Help

Document Information
 Provider: ABC Group Home
 Type: Additional Licensing Actions (Facility)
 Date:

Approval Decision
☒ Approve ☐ Reroute ☐ Recall/Return ☐ Not Approve [Clear](#)

Supervisor Approval
 You have completed and are about to approve this piece of work. Do you wish to route this work to the supervisor listed below for future approval? If no, please select "Other" to select the appropriate party.
 Supervisor: Caitlin M. Cake [Other](#)

Approval History

Worker Name	Status	Date	Action
Fawn Fun	Initial	02/17/2015	Initial

[Continue](#) [Close](#)

8. Click Save on the Additional Licensing Actions page. This will send the approval to your supervisor. The Additional Licensing Actions page will update once your supervisor approves the additional licensing action. Click the Close button.

Additional Licensing Actions -- Webpage Dialog

eWiSACWIS Resource Print Spell Check Help

Basic
 Provider: [ABC Group Home \(8055784\)](#)

Licensing Actions

Action	Effective From	Reason(s)	Approval
Reactivate ▼	02/17/2015	Reason(s) : Enforcement action compliance, Rate Regulation compliance	
Place on Hold	01/19/2015	Enforcement action, Rate Regulation	Approval History

[Insert](#)

Options: [Go](#)

[Save](#) [Close](#)

9. You will return to the License Information page; click the Close button. You will then return to the Facility License page; click the Close button to return to your desktop.
10. After your supervisor approves the additional licensing action, you can refresh your desktop and see the license has been updated to a status of Active.

Worker Rusk's Desktop

☒ Date Restricted ☐ Participant View ☐ View Not Approved/Cancelled

Providers (157)

ABC Group Home (8055784) Actions

Group Home 01/16/2015 Rusk, Worker Dane License Status: Active

Assignments

Basic

Licenses

Start Date	End Date	License Type	Status
03/01/2014	02/29/2016	Regular	Active
03/01/2012	02/28/2014	Regular	Renewed
09/24/2011	02/28/2012	Regular	Renewed
03/01/2010	09/23/2011	Regular	Modified
03/01/2008	02/28/2010	Regular	Renewed
03/01/2006	02/29/2008	Regular	Renewed
03/01/2004	02/28/2006	Regular	Renewed
03/01/2002	02/29/2004	Regular	Renewed
03/01/2000	02/28/2002	Regular	Renewed
03/01/1998	02/28/2000	Regular	Renewed

Images (1)

Parent Agency

Placements

Provider

Provider Services